



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 18.5

Subject: Control of Personal Property in Youth Development Centers

Supersedes: DCS 18.5, 11/01/02

Local policy: No

Local procedures: Yes

Requires training: No

Applicable Practice Model Standard(s): Yes

Approved by:

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Application

To All Department of Children's Services Youth Development Center Employees and Youth

Authority: TCA 37-5-106

Policy

The superintendent shall establish procedures for receiving, identifying, inventorying, recording, and securing the personal property of youth admitted to the youth centers.

Procedures

A. Allowable property

The superintendent must determine the types and amount of allowable personal property that a youth may possess and at what stages in the youth's treatment program the property shall be available to them.

B. Local procedures

The superintendent must initiate and maintain a systematic plan for the control of a youth's personal property. Procedures must ensure the following:

1. A complete search of the youth and all property brought or sent to the facility by or for the youth as per DCS policy [18.4, Receiving and Documentation of New Youth](#).
2. Notification of each youth upon admission about the types

and amounts of personal property that he or she is allowed to possess.

3. At the time of each youth's entry, form CS-0162, *Personal Property Inventory*, must be completed listing all non-perishable items that shall be held by or for the youth.
4. The youth and property officer/designee will make an assessment of each item of the youth's property to determine whether it is "new" or "used" and document on form CS-0162, *Personal Property Inventory*.
5. The youth and property officer/designee completing the inventory shall initial each item.
6. As additional items are brought into the facility or taken from the property room, the youth and property officer/designee must initial each item's listing on the inventory.
7. The provision of a secure storage area for all personal property items not allowed in the youth's possession.
8. The provision of storage for excess property or provision for its return to the youth's home.
9. Stipulation of the maximum allowable personal property to be stored upon admission to the facility.
10. A method of identifying or labeling personal property in the youth's possession.
11. The release of all stored personal property to the youth upon his/her release or transfer, along with documentation that the youth has reviewed and received such property.

C. Contraband

Employees must handle contraband in accordance with DCS policy [27.21, Contraband](#).

D. Disposition of property**1. Youth escape**

- a) If a youth escapes, the property officer/designee shall secure the youth's remaining property as soon as practicable and hold it until his/her return, transfer, or release.
- b) Any money in the youth's account other than Social Security payments must go to the general fund of the State of Tennessee after six (6) months following an escape.

2. Youth transfer

If a youth is transferred, the property officer/designee shall forward his or her property to the receiving facility with documentation of receipt.

3. Youth release

- a) Upon release, the property officer/designee must ensure that the youth signs form CS-0162, *Personal Property Inventory*, indicating that he/she has received all of his/her property. The property officer/designee will ensure that signed forms are forwarded to the records office to be placed in the youth's master file.
- b) If a youth is released and does not take all of their property, the property officer/designee must notify the youth by mail (at his/her last known address) that property shall be held for an additional thirty (30) days, during which he/she may make arrangements to pick it up.

E. Abandoned property**1. Notification**

In the event that property is left at the facility by error, the youth must be notified by mail (at his/her last known address) as soon as the property is discovered that his/her property shall be held for an additional thirty days, during which he/she may make arrangements to pick it up.

2. Disposal

Property remaining in the facility beyond thirty days of notice to the youth must be disposed of as follows:

- a) Any used consumables, well worn, or broken items must be discarded.
- b) Usable clothing must be laundered and used as state clothing.
- c) Other items must be put into use for the general population or must be donated to a charitable organization.

- d) Personal property remaining at a youth development center in excess of ninety days following an escape must be donated to a charitable organization.

F. Damage, loss, or destruction of youth property

If a youth believes that the state is responsible for the loss, damage, or destruction of his/her personal property, the superintendent or designee must aid the youth in filing a claim with the Tennessee Board of Claims.

G. Notification of youth

Youth must be made aware of this policy and the facility's procedures. This shall be documented on the form CS-0176, *Orientation*.

Forms

CS-0162 Personal Property Inventory
CS-0176 Orientation Checklist

Collateral Documents

None

Standards

ACA 3-JTS-5A 05
DCS Practice Model Standard- 8-306